

SIGNING UP FOR PAYROLL AND BANKING ON PA PAGES

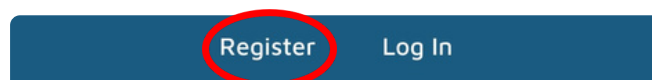
To sign up for payroll and/or banking, you will need an account on PA Pages. Please note you will need to be within West Sussex, East Sussex or Wiltshire to sign up for PA Pages. If you are outside of these areas, please email advice@independentlives.org or call us on 01903 219482 (option 3).



Registering for an account

To register for an account, follow these simple steps:

1. Click on the "Register" button located in the blue bar at the top of the page.
2. Fill in your details on the registration form.
3. Your account will be activated within 48 working hours (Monday – Friday).



PA
pages

  Menu



Logging into your account

To log in to your account, follow these steps:

1. Click on the "Log In" button located in the blue bar at the top of the page.
2. Enter the email address and password you created during registration.

Please note, your account must be activated before you can log in.



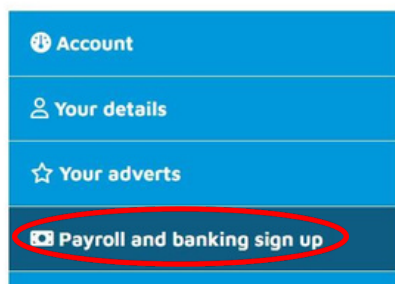
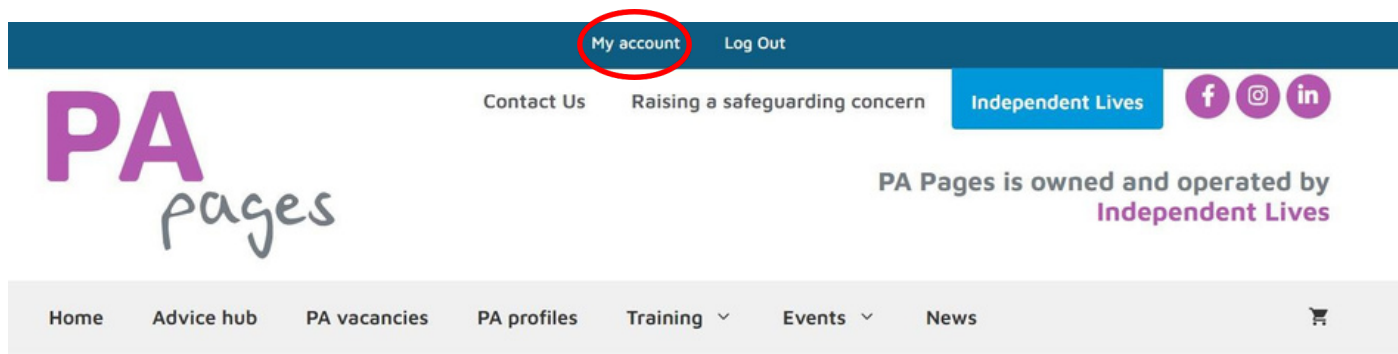
PA
pages

  Menu



Completing the payroll and banking sign up form

Once you are logged into your account, click on the 'My account' button located in the blue bar at the top of the page and select 'payroll and banking sign up' from the left - hand menu.



Payroll and banking sign up

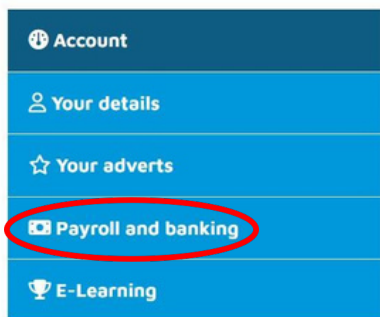
Please use this form to sign up to Independent Lives payroll and/or banking services.

Before completing this form, we recommend that you speak to an Independent Lives adviser using the contact details below.

If you can't finish the form in one go, use the "Save and Continue" button at the bottom of the page to save your progress.

Once you have completed the form, press 'Submit'. This form will then be sent to the payroll department for approval.

You will receive an email once your account has been approved, and the 'payroll and banking sign up' option in the menu will be replaced with 'payroll and banking'.



Welcome Daisy

Welcome to your account. From here you can make changes to your profile.

Note: if you make any changes they will not appear live on the website until they have been moderated.